

COLORADO STATE ARCHIVES
RECORDS MANAGEMENT MANUAL - STATE GOVERNMENT AGENCIES
SCHEDULE 17 - DISTRICT ATTORNEY RECORDS

The following schedule of destruction of records is approved for records of the office of the District Attorneys of the State of Colorado. Records may be maintained for a period longer than those set forth herein. The times stated are minimum times for maintaining records.

Records that are maintained by electronic images are considered "originals." Such electronic images must be maintained with backup if on hard disk. If copied to disk, there must be two sets of the disks, one of which is to be maintained off the premises of the offices of the District Attorney. The disks used must be the highest quality disks for long-term storage and at least every ten years must be re-copied to new disks on the current technology of storage disks or other electronic medium.

Once stored electronically, and appropriate copies made, the paper originals may be destroyed.

ITEM	TIME
1. CORRESPONDENCE & GENERAL DOCUMENTATION	
a. Policy, fiscal, legal	PERMANENT
b. Historical or research of enduring /Documents that reflect the history of policy or is of public interest concerning the methods of office operations.)	PERMANENT
c. General Correspondence (Letters, notes, memorandums having no policy impact or are related to the day to day operation of the office.)	ONE YEAR
d. Routine (Contains no administrative, legal, fiscal, historical, information or statistical value; operating documentation shall be retained until legal and fiscal responsibility and administrative necessity is discharged.)	ONE YEAR
e. Financial Records	7 YEARS + CURRENT
2. POLICIES AND PROCEDURES	PERMANENT
3. PERSONNEL FILES	
a. Full Time Employees	PERMANENT
b. Part Time Employees (after separation)	THREE YEARS
c. Interns, Volunteers (after separation)	ONE YEAR

4.	LANDMARK CASE FILES INITIATED IN THE DISTRICT ATTORNEY'S OFFICE FOR INVESTIGATION THAT RESULT IN COURT FILING. (A. "landmark" case is one of historical Interest as precedent setting, novel, significantly news worthy.,)	PERMANENT
5.	GRAND JURY FILES, INCLUDING BUT NOT LIMITED TO: <ul style="list-style-type: none"> a. Names of Panel Members b. Jury Instructions c. All case investigation files not filed with the court 	PERMANENT
6.	MINUTES OF VALE AND VICTIM COMPENSATION BOARDS <ul style="list-style-type: none"> a. Correspondence b. Financial Records 	PERMANENT 1 YEAR + current 7 YEARS + current
7.	APPLICATIONS FOR EMPLOYMENT AND SUPPORTING DOCUMENTATION (For Persons not hired) <ul style="list-style-type: none"> a. Interviewed b. Not interviewed 	2 YEARS from date of making the record or the personnel action involved, whichever occurs later. 6 MONTHS
8.	CASE FILES <ul style="list-style-type: none"> a. TRAFFIC b. DUI and MISDEMEANORS c. FELONIES (not of landmark interest) d. JUVENILE CASES <ul style="list-style-type: none"> (1) NOT STATUTORILY QUALIFIED FOR MAINTAINING AN OPEN FILE PURSUANT TO 19-1-304 (b.5) 	6 MONTHS after case closure 1 YEAR after case closure 2 YEARS after case closure 2 YEARS after completion of a commitment to diversion or other sentence.

	(2) STATUTORILY QUALIFIED FOR MAINTAINING AN OPEN FILE PURSUANT TO 19-1-304 (b.5) or A SEXUAL OFFENDER OR A CRIME OF VIOLENCE 19-1-304 (5)	7 YEARS from date termination from the courts jurisdiction. (NOTE: There are statutory limitations on public access and rules on expungement.)
	e. Case files of District Attorney's Office where investigations are initiated with the office and "No Action" filed.	1 YEAR after "No Action" closure or until administrative necessity expires.
	f. NON-SUPPORT	6 MONTHS after closure
	g. Cases from other law enforcement agencies reviewed by District Attorney and no criminal action filed.	6 MONTHS after no action decision
9.	ADULT DIVERSION RECORDS	1 YEAR after successful completion
10.	INVESTIGATION RECORDS INITIATED BY THE OFFICE OF THE DISTRICT ATTORNEY RESULTING IN CHARGES BEING FILED	PERMANENT